



# CITY OF CHICAGO

## Garden Compost Operation - Limited Organic Waste Record Keeping Form V18322

**Purpose:** This form shall be used to record all limited organic waste received at a garden composting operation as required under Section 7-28-715 of the Chicago Municipal Code. Limited organic waste means organic waste, other than landscape waste, which does NOT include the following: fish; fish products; poultry; poultry products; meat; meat products; eggs (excluding egg shells); cheese, butter or other dairy products; fat; grease; oil or oily food; cat, dog, or other animal excreta; animal feed losses or animal bedding; colored or glossy paper; sawdust from pressure-treated plywood or lumber; diseased or insect-infested houseplants or soil; or biodegradable or compostable plastic.

**This form must be maintained at the garden location and must be made available for inspection upon request by any City of Chicago official.**

Registration Number:	_____	Garden Contact Name:	_____
Garden Name:	_____	Garden Contact Phone Number:	_____
Garden Address:	_____	Garden Contact Email:	_____

Date	Time	Deliverer Contact Information	Container Type	Quantity	Amount (cy)	Inspected By Initial	Date and time containerized or directly placed in compost pile	Description/Notes



# CITY OF CHICAGO

## Garden Compost Operation - Limited Organic Waste Record Keeping Form Instructions

### INSTRUCTIONS

**All Food Scrap must be processed into the composting operation or be contained in-vessel by the end of the day it was generated on-site. Other limited organic waste must be processed into the composting operation or be contained in a properly maintained covered steel or rigid plastic container by the end of the day it was generated on-site or received from an off-site source.**

The footnote items below assume you are completing this form using Adobe Acrobat in Windows. A free version of this software is available at <https://get.adobe.com/reader/>. Some form functionality may not be available when using other software products or operating systems.

1. The Registration Number issued by CUAMP website at [www.cuamp.org](http://www.cuamp.org).
2. Provide the garden name, garden address, contact name, contact phone number, and contact e-mail address associated with the Registration Number in footnote 1 above.
3. The date and time the organic waste arrived at the site.
4. The name and contact information (phone number or email) of the person bringing the limited organic waste being recorded.
5. The type of container the limited organic waste was delivered in. You may choose from the dropdown list or enter your own value.
6. The number of containers from footnote 5.
7. The amount in cubic yards being accepted. This is automatically provided if you chose a value from the dropdown list in footnote 5 and provided the quantity in footnote 6. Otherwise, compute the volume based on the capacity, quantity, and fullness of the container. Convert the volume to cubic yards using appropriate conversion factors (1 cubic inch = .00002 cubic yards, 1 cubic feet = .037 cubic yards, 1 gallon = .005 cubic yard, 1 liter = .001 cubic yards).
8. The initial of the authorized site person who inspected the delivered material to ensure it meets all the requirements for limited organic waste.
9. The date and time the organic waste was placed inside a covered container or directly placed in the compost pile. All food scrap and limited organic waste must be processed into the composting operation or be contained in-vessel by the end of the day it was generated on-site or received from off-site.
10. Enter a brief description of the limited organic waste delivered and other pertinent information such as any special handling and storage requirements to control odors and prevent nuisance.